My Total Rewards Login Instructions

Step 1: Accessing the login page

URL: totalrewards.ucar.edu

Step 2: Registering for the first time

- If this is your first time to the site, click on the ‘Register’ button at the bottom of the page, skipping the User Name and Password fields.

Step 3: Enter your information

- Enter your Employee ID, Date of Birth, the last four digits of your Social Security Number (SSN), and enter the CAPTCHA code appearing in the gray box.

- You will find your six-digit Employee ID on your time card or paystub.

- Providing your Date of Birth and Social Security Number is necessary to access the site.

- Be sure to include the leading zeros, such as ‘01081970’ for your Date of Birth, ‘0XXXXX’ for your Employee ID, or ‘00XX’ for the last four digits of your SSN.
- Click ‘Continue’.

**Step 4: Create your User Name, Password and Security Questions**

- See below for the requirements for creating a secure User Name and Password as well as completing the three security questions.

| User name requirements | - Must be 6 to 20 characters long, and  
|                        | - Is NOT case sensitive, and 
|                        | - May only contain alphabet letters and/or numbers (A-Z and/or a-z and/or 0-9), and  
|                        | - May NOT contain any special characters and/or spaces. |

| Password requirements | - Must be between 12 to 20 characters long, and  
|                       | - Must contain at least one upper-case character, and  
|                       | - Must contain at least one lower-case character, and  
|                       | - Must contain at least one number, and  
|                       | - May contain one or more of the following characters: @, #, %, &, ~, !, $, -, or _, and  
|                       | - May not contain any of the following characters: `, " , {, }, ` , <, >, or spaces. |

| Three security questions | - Your answers must be at least 6 characters, but no more than 20, and  
|                         | - Your answers may only contain letters and/or numbers, and  
|                           | - Your answers may not contain any special characters and/or spaces. |
- Click ‘Continue’. 
- If you have made any errors when setting up your User Name and Password, the errors will appear in red at the top of the screen after clicking on the ‘Continue’ button.

- Your User Name and Password will be saved for future site visits.

- If you forget your User Name or Password, you can gain access to the site by using the ‘Reset Account’ button on the Login page. You will need to answer the security questions or have a link sent to the email address you provided.
Congratulations! You now have access to the My Total Rewards site.